

1. My Details (Please provide the following details in full)

Name

My folio number(s)

PAN First/Sole Unit-holder/Authorized

KYC Verified ☐ Yes ☐ No

2. Change in Tax Status (please ✓ tick)

Please Change the Tax Status for Sole/ First Unit-holder as under, for the aforementioned Folio

☐ Resident Indian (Individual) To NRI - Non-Repatriable ☐ NRI - Non-Repatriable To Resident Indian (Individual)

☐ NRI - Repatriable To Resident Indian (Individual) ☐ NRI - Repatriable To NRI - Non-Repatriable

3. Overseas Address (Mandatory in case of RI to NRI)

Address

City

State Country PIN

4. Change of Bank Mandate/Mode of payment

Old Bank details

Bank name

Core bank account number

Account Type ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Other

Bank Address

City Pin code

IFSC Code (11 digit) MICR Code (9 digit)

New Bank details

Bank name

Core bank account number

Account Type ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Other

Bank Address

City Pin code

IFSC Code (11 digit) MICR Code (9 digit)



5. Change of Bank Mandate/Mode of payment (Contd.)

Documents to be submitted by Investor

Existing bank details (Any one of the following)

- ☐ A cancelled original cheque leaf
- ☐ Photocopy of bank passbook or bank account statement (Having entries not older than 3 months)
- ☐ Letter from the bank

New bank details (Any one of the following)

- ☐ A cancelled original cheque leaf
- ☐ Photocopy of bank passbook or bank account statement (Having entries not older than 3 months)
- ☐ Letter from the bank

*Account number and name of the first unit holder should be printed on the face of the cheque

Old Bank Declaration - (Incase old bank proof is not available)

- ☐ I now wish to update my bank account details as mentioned in the aforesaid folio due to - Bank Account closed / Bank Account Number erroneously mentioned / Not mentioned.
- ☐ In this regard, I would like to state that I have closed my bank account / inadvertently erroneously mentioned the bank account details, as mentioned herein above and presently registered in your records /mentioned in the application form, and confirm that I am not holding any documents pertaining to the said bank account.

6. Contact details updation

Kindly furnish your E-Mail address & Contact Numbers, to help us serve you better.

Email ID (in capital)

Mobile Telephone no. (Office)

Telephone no. (Resi) (STD Code) Fax no. (Resi) (STD Code)

Mobile No. / Email ID* provided pertains to (Please tick(✓)) * if above any option is not ticked (✓) or selected then (Self) option is considered as a default.

- ☐ Self ☐ Spouse ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ Guardian ☐ PMS

7. DECLARATION & SIGNATURES (To be signed as per the Existing Mode of Holding)

Investor Details	1st holder	2nd Holder	3rd Holder
Name			
Signature			

Date Place

INSTRUCTIONS

- Proof of Identity:**
 - ANY ONE of the below mentioned documents to be submitted for First / Sole Unitholder / Guardian as valid ID proof.
 - PAN card / Unique Identification Number (UID) (Aadhar) / Passport / Voter ID/ Driving License etc.
- Update/change in bank details:**

Unitholder(s) need to attach any one of the following mandatory documents in original, in respect of each bank account for registering the bank accounts, failing which the particular bank account will not be registered. This will help in verification of the account details and register them accurately.

 - NRO / SB a/c cancelled original cheque leaf / Bank passbook / Bank a/c statement wherein the bank account number and mutual fund first holder name are printed.
 - Bank statement or Latest Passbook (Having entries not more than 3 months old).
 - NA letter from the bank on its letter head certifying that the Unitholder maintains/-maintained an account with the bank. (The bank account information like bank account number, bank branch, account type, the MICR code of the branch and IFSC Code (where available). The letter should be certified by the bank manager with his/her full signature, name, employee code, bank seal and contact number).
 - Along with above documents, proof of old bank account to be provided (currently registered).
 - In case the bank account is already closed, a duly signed and stamped original letter from the concerned bank on the official letter head, confirming the closure of the said account may be submitted in lieu of the cancelled cheque.
 - Account number and name of the first unit holder should be printed on the face of the cheque.
 - The bank account will be registered will act as the default account.
 - All documents submitted should clearly evidence the bank name, account number and name of all account holders.
 - In the event of a request for change in bank account mandate being invalid /incomplete / not satisfaction in any respect /or not meeting any requirements to the satisfaction of the AMC/Mutual Fund, the request for such change may not be processed. Redemptions / dividend payments, if any, will be processed and paid to the last registered bank account information.
 - AMC/Mutual Fund will not be liable in case the redemption / dividend proceeds are credited to existing bank mandate account upon rejection of change of bank mandate request.
 - In case of change in status from RI to NRI the payout proceeds shall be credited to NRO account
- Change of address**
 - Please submit ANY ONE of the following valid documents as proof of new address (self-attested).
 - Passport / Ration card / Registered Lease / Sale Agreement of Residence / Driving License / Voter Identity Card / Latest bank account statement / Passbook / *Latest Telephone Bill (only Land Line) / *Latest Electricity Bill / *Latest Gas Bill. *Not more than 3 Months old.
 - Change of address request for folios that are KYC compliant will not be registered by the fund and investor should get the address updated with KRA first.
- FATCA declaration form (You can download the form on our website, please visit www.monarchamc.in)**
- In case there is any changes in your KYC information, please update the same by using the prescribed *CKYC Form* available on our website www.monarchamc.in under download section
- General Instructions**
 - To be signed by all unitholders, if mode of holding is joint.
 - Alterations in the form, if any should be countersigned as per the mode of holding registered in the folio(s).
 - The details provided in this form which are valid (as per verification carried out by us) will get updated/ override the previous detail(s) in the folio(s).
 - Copies of all documents submitted should be self-attested and accompanied by originals for verification or they should be attested by personnel / entity authorized for attesting as per KYC guidelines.
 - Monarch Mutual Fund may call for any additional documents if required.
 - Please note that change of bank details from Saving Account to NRE Account and from NRO Account to NRE Account is not allowed.
- Permissible Change of Tax Status**

Existing		New	
Tax Status	Account Type	New Tax Status	New Account Type
Resident India (Individual)	SB/CA	NRE - Non-Repatriable	NRO
NRI - Non-Repatriable	NRO	Resident Indian (Individual)	SB\CA
NRI - Repatriable	NRE	Resident Indian (Individual)	SB\CA
NRI - Repatriable	NRE	NRE - Non-Repatriable	NRO